



Internal/External Job Posting

Coordinator of Community Engagement – 35 hours per week regular full-time position. This is a hybrid position, including regular on-site work and some work from home options. This is a unionized position with the BCGEU.

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwiltulh (Tsleil-Waututh), and xʷməθkwəyəm (Musqueam) Nations.

A multi-service community agency working in East Vancouver, Kiwassa Neighbourhood House seeks an energized community builder to lead our neighbourhood-focused community development work. The Community Engagement Coordinator works across departments, with volunteers, community leaders and external partners to design and facilitate activities that support authentic community leadership and community capacity building in pursuit of our vision to create a community where all people feel valued, connected, and secure.

As the Coordinator of Community Engagement, you see the best in people, and love being able to create opportunities that help people grow skills, wisdom, relationships, and resources that enable communities to thrive. You've shown a commitment to inclusion and capacity-building in development of people and systems. You're an organizer, and whether it's an event, workshop, or a grassroots project, you enjoy helping people get from plan to destination. Whether you're happiest behind-the-scenes or out front, you communicate well and create space for everyone to shine.

Key Responsibilities:

People Leadership and Supervision

- Provide leadership, planning and 1-1 support for a team of community development staff including Community & Volunteer Developer, Chimo Community Developer, Grandview Terrace Community Developer
- Assist with recruitment needs and provides direct supervision for staff team
- Support and encourage initiative, develop and train staff in required skills
- Provide appropriate observation and review of employees, recognize and celebrate successes

Community Development and Capacity Building

- Design and implement strategies and activities to engage staff, volunteers, and participants in growing welcoming and inclusive communities in the Hastings-Sunrise and Grandview-Woodland neighbourhoods of East Vancouver
- Coordinate Community Leadership programs, aligned with community interests and needs



- Lead planning, organizing and implementation of 4-6 inclusive community gatherings, workshops, projects, and special events each year
- Coordinate weekly English Conversation Circles - support volunteers, manage administration, logistics and attendance tracking
- Expand opportunities for newcomer immigrants and refugees of all ages to connect, share their talents, and find a sense of belonging in our communities
- Create space and support for experience and knowledge of Indigenous people and partner organizations to be valued within our community engagement practice
- Represent Kiwassa at community/funder events, meetings, and learning opportunities
- Facilitate connection and expectations between program teams and community partnerships that provide occasional support
- Work alongside community to assess needs and opportunities, make recommendations and implement responsive community programming
- Build positive relationships and sense of community with participants, the broader community, and Kiwassa programs, partners, staff and volunteers.

Quality Standards

- Keep up to date on current trends in community development, partnership and learning and other relevant fields.
- Ensure that all safety and supervision standards are implemented and maintained as per Kiwassa requirements
- Read, understand and follow all provincial requirements and standards and ensure team is proficient in meeting and maintaining them

Administration

- Manage HR administration for 3-4 staff including hiring, onboarding, time sheets, cheque requisitions, performance evaluations etc.
- Manage 3 community engagement budgets, write associated funder reports
- Write proposals and pursue funding opportunities to enhance community and volunteer engagement programs

Reporting Relationships:

This position reports to the Director of Community Programs

The following positions report to the Coordinator:

- Volunteer and Community Developer
- Chimo Community Developer
- Grandview Terrace Community Developer

Education and Experience

- A diploma/degree in a related field or an equivalent combination of education and experience



- A minimum of 3 years experience in community programming, outreach, education, capacity building and/or community development, including one year of supervisory experience
- Experience working in community services, specifically with not for profits
- Unwavering commitment to quality programs and data-driven program evaluation
- Demonstrated ability in grant writing, negotiating and reviewing terms
- Demonstrated relationship-building with the ability to engage and influence a wide range of individuals
- Proven ability to plan and organize activities
- Ability to develop facilitate workshops and evaluate their effectiveness
- Strong written and verbal communication skills and excellent interpersonal skills
- Excellence in organizational management with the ability to lead a team
- An innovative and creative mindset and learning orientation, continually looking for opportunities to improve and enhance
- Demonstrated passion, compassion and commitment for the mission of Kiwassa

This position requires union membership. This position is open to all applicants.

Remuneration:

The wage rate for this position is tentatively set at [JJEP Wage Grid Level 14](#), currently under review. Interested applicants are requested to submit a resume **before Friday, June 9th at 12PM** to careers@kiwassa.ca , RE: Community Engagement Coordinator. This is a unionized position covered by a Collective Agreement with the BCGEU.

We believe diversity drives collaboration, innovation and better solutions. We celebrate cultural diversity and multiple approaches and points of view and are actively working to ensure our team reflects the communities we serve.

We thank all applicants for their interest. However, only short-listed applicants will be contacted.